BO APPROVES FOR CARDHOLDER

TRANSACTION MANAGEMENT >

CARDHOLDER ACCOUNT >(PRINT SCREAN MAKE SURE YOU GET DOLLAR
                AMOUNT)

SELECT CYCLE DATE >

/_/ CHECK PENDING >

 CREATE ORDER > (IT'S AT TOP OF PAGE)

FILL IN ALL INFO WITH * >
                  CHANGE DATE > (transaction date)
                  CONTROL NUMBER IS **AUTOMATIC**
                  REQUESTORS NAME = unit >
                  AMOUNT >
                  MERCHANTS NAME

SAVE

MATCH TRANSACTION   (MIDDLE OF PAGE)

MATCH TRANSACTION (RIGHT SIDE OF PAGE)

/_/   SELECT MATCH

MATCH TO ORDER
- -- - - - - -
GO BACK TO ADMINISTRATION

SAVE ORDER

START OVER > TRANSACTION MANAGEMENT >TRANSACTION LIST
FINAL APPROVE

CERTIFY ACCOUNTS

Account must be in final approve status to certify(click on approve button to final approve)

                    BO CERTIFICATION

AFTER ALL ACCOUNTS HAVE BEEN APPROVED BY CARDHOLDERS

TRANSACTION MANAGEMENT>
CARD ACCOUNT LIST>
CERTIFY MA/DA STATEMENT>
APPROVE CARD ACCOUNT STATEMENT>
AGREE

(GREEN C WITH A CHECK MARKS ACCOUNT AS CERTIFIED)